



ARLINGTON FINANCE COMMITTEE  
MINUTES OF MEETING

2/10/21 7:30 PM

Conducted by Remote Participation - Zoom Meeting

ATTENDEES:

Gibian	I	Padaria	p	Pokress		Kellar	p	McKenna	p
Blundell	p	Wallach	p	Harmer	p	Tosti	p		
Ellis	p	Foskett	p	Deyst	p	Kocur	p		
White		Beck	p	Jones	p	Deshler	p		
Franclemont	p	Howard	p	LaCourt	p	Carman	p	Diggins	p

p Indicates present, I indicates late

Visitors: Zero Waste Arlington CoChair Larry Slotnick

1. INTRODUCTION: Foskett read the rules for the meeting as formulated by Town Counsel based on the Governor's authorization. An important rule is that all votes be by role call. Attendance was taken by roll call.

2. MINUTES of 2/1/21 (revised) to be redistributed for review.

HEARINGS

3. ZERO WASTE ARLINGTON: Slotnick, using Ref 1, described the work being done by the ZWA committee formerly the Recycling Committee. They have continued monthly meetings on Zoom. These meetings have increased attendance. Slotnick requested a \$500 increase in their budget to pay for Zoom. That would bring the ZWA budget to \$3500. They designed a campaign to eliminate or reduce use of plastic in restaurants. The program has been delayed by the Covid-19 shutdown. An extensive discussion of the problems caused by plastic straws and utensils was followed by a discussion of the loss of markets for single stream output. The trash & recycling hauling contract now being negotiated may force the Town to pay for recycling. Slotnick noted that the Town has begun to get residents to keep organic waste (25% of total) out of the waste stream, diverting it to large scale composting operations. Tosti will see if the IT Department could provide Zoom support to Town committees. The \$500 increase request was tabled.

BUDGETS

4. POLICE: PubSafe SubCom Harmer recommended the budget as printed. Some increase in overtime because 7 vacancies. Five recruits are expected to enter the academy in March. The uniform allowance in expense has been moved to clothing allowance in salary. The large equipment expense increase will pay for body camera

image storage. There are 5 female officers and two officers of color. Ability to increase diversity is constrained by civil service. The Chief is considering moving out of civil service. Other towns have done this. Police unions provide some of the protections originally, in the early 20<sup>th</sup> century, provided by civil service. The Covid-19 restrictions are beginning to loosen. The Chief supported the FinCom's police report. She thinks she has adequate social worker support. Harmer to confirm the costs and the privacy issues associated with body cameras. Budget tabled.

5. FIRE: PubSafe SubCom Wallach recommended the budget as printed. Salaries are down a little because there are newer people drawing smaller salaries. The computer budget is increased to pay for software called ESO Fire RMS.

. This may be an annual expense. 85% of the fire fighters have been vaccinated. The firefighters are operating under a Covid-19 protocol. One example: when the truck arrives at a residence, one firefighter suits up and goes inside alone to see how many firefighters will be needed.

VOTED \$7,735,282 Unanimous

6. FINCOM: GenGov SubCom McKenna recommended a reduction in the expense line to \$2,945 for a total of \$11,146. See marked up budget pages in Ref 2.

7. SELECT BOARD: GenGov SubCom McKenna recommended the budget as printed. This budget includes Audit and Elections. The Secretary of State has not decided what the rules will be so the budget is a best guess.

VOTED SB \$295097, Audit \$78,000, Elections \$72,943 Unanimous.

8. MANAGER: GenGov SubCom Howard recommended the budget as printed. He pointed out that employees on the M Schedule are the only employees in the budget to receive non-step raises. The other employees will probably get raises when the union contracts are negotiated. Members objected vigorously to approving the budget with this apparent discrepancy. Foskett will discuss with the Manager. Budget tabled.

9. COMMITTEE: Foskett requested members use the Calendar function in MS 365 to schedule Budget presentations.

10. RESERVE FUND BALANCE: \$1,556,724

The meeting adjourned at 10:10 PM.

Peter Howard

2/11/21

Revised 2/16/21

Ref 1 ZWA Budget Hearing

Ref 2 Finance Committee Budget annotated.

# ZERO WASTE ARLINGTON

The Zero Waste Arlington (ZWA) committee has been working to maintain as much normalcy as possible during the pandemic. While we were forced to suspend a long-planned Spring, Summer, Fall 2020 campaign directed at restaurants in Arlington called "No Plastic Please", we have been meeting virtually, monthly, (often using a personal Zoom account) since the late Spring 2020. The mode of virtual meetings has brought a positive spin for us, in that our meeting attendance has expanded measurably. Virtual meetings have also released us from the constraint of available Town conference rooms, along with the typical after-dinner 7:30pm meeting time. Many ZWA members have families with young kids, and meeting times and travel are not insignificant considerations with respect to meeting attendance.

Our \$3000 annual stipend is spent directly on products and services that allow us to effectively conduct our core efforts of outreach and education aimed at residents and businesses of Arlington promoting diversion of trash from Municipal Solid Waste to recycling. Increasingly, we also promote strategies to Reduce and Reuse, along with Recycle. In a typical year, the array of expenditures might include: 1) creating and/or updating printed materials with outside graphic design assistance; 2) design and procurement of branded "infrastructure" for public events such as Town Day, to include banners, posters, canopy tent; 3) Registration fees for various events; 4) rental of a documentary film to be shown at an indoor event, and 5) purchase of branded tee shirts for ZWA volunteers.

ZWA has determined that in order to properly fulfill its mission of outreach and education, and to optimize the infrastructure for its monthly public meetings, an account with a provider such as Zoom is necessary. And, we plan to continue to offer a virtual attendance option once the pandemic ebbs for both Members and the public, since virtual participation has proven to be a popular option.

Further, ZWA will launch a quarterly webinar series in March 2021 entitled "Earth to Arlington: Let's Talk Trash," which we feel will further increase levels of engagement with Arlington residents about solid waste issues (plastics, in particular), with a focus on the "reduce" and "reuse" legs of the 3 Rs we are all familiar with. For this, a webinar-type account is needed. We've researched several possible platforms, but have come back to Zoom Webinar as the best option for us. The current annual fee for such an account is \$400, and therefore we propose that ZWA's annual budget be increased from \$3000 to \$3500. It should also be understood that ZWA would happily share access to this Zoom Webinar account with fellow Town committees that would benefit from having access to such a platform.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>0113181 FINANCE COMMITTEE SALARIES</b>						
5100 SALARIES & WAGES	7,400	6,550	8,201	8,201	0	0.00%
<b>0113181 FINANCE COMMITTEE SALARIES</b>	<b>7,400</b>	<b>6,550</b>	<b>8,201</b>	<b>8,201</b>	<b>0</b>	<b>0.00%</b>
<b>0113182 FINANCE COMMITTEE EXPENSES</b>						
5299 OTHERWISE UNCLASSIFIED	1,312	1,139	2,500	4,120	1,620	64.80%
<b>0113182 FINANCE COMMITTEE EXPENSES</b>	<b>1,312</b>	<b>1,139</b>	<b>2,500</b>	<b>4,120</b>	<b>1,620</b>	<b>64.80%</b>
<b>FINANCE COMMITTEE TOTAL</b>	<b>8,712</b>	<b>7,689</b>	<b>10,701</b>	<b>12,321</b>	<b>1,620</b>	<b>15.14%</b>

2945  
 445  
 11,146  
 17.8%  
 4.2%

From Alan Jones:

\$700 for printed reports (if we don't go electronic for most)

\$400 for end-of-year dinner

\$525 for ATFC annual meeting and dues

-----

\$1625 SUBTOTAL

\$1320 for MS365 Licenses (May be covered in IT Budget. Pooler is investigating.)

-----

\$2945

FY 2022 SALARY DETAIL			FY2022							FY2021	FY2022				
FINANCE COMM	Previous	Job	FTE	BU	Grade	Step	Step	Min	Max	Budget Book	New Pay	Base	Step	Longevity	Total
DIGGINS		ADMIN ASSIST/EXECUTIVE SECRTY	0.20	OFNU	1	0		31,920	41,299	5,151	5,151	5,151	0	0	5,151
		FINANCE COMMITTEE MEMBERS		NONE						3,050	3,050	3,050	0	0	3,050
<b>TAXATION TOTAL:</b>			<b>0.20</b>							<b>8,201</b>	<b>8,201</b>	<b>8,201</b>		<b>0</b>	<b>8,201</b>

FinCom Members FY21

$1000 + 3 \times 500 + 550 = 3050$  Voted 2/12/20 9,0,5

Previously

$650 + 4 \times 400 + 16 \times 50 = 3050$